

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 06
COUNTY AND MUNICIPAL GOVERNMENTS
LAND USE, LAND DEVELOPMENT, AND PUBLIC WORKS**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: Conley L. Edwards, State Archivist

EFFECTIVE SCHEDULE DATE: December 9, 2008

PAGE 1 OF 7 PAGES

CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION

(Form RM-2 July 2008)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 06
COUNTY AND MUNICIPAL GOVERNMENTS
LAND USE, LAND DEVELOPMENT, AND PUBLIC WORKS**

EFFECTIVE SCHEDULE DATE: December 9, 2008

PAGE 2 OF 7 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Agreements, Bonds, and Contracts</u> This series consists of agreements, contracts, and bonds relating to professional services and construction. This series may include but is not limited to: surety, bonds, correspondence, letters of credit, and public/private agreements.	000290	Retain 5 years after completion of legal terms then destroy in compliance with No. 8 on the schedule cover page.
<u>Boiler Inspection Records</u> This series consists of copies of mandated boiler inspections performed by the state. <i>Code of Virginia</i> §40.1-51.6	000291	Retain the current and most recently expired inspection then destroy all others.
<u>Bridge Maintenance Files</u> This series consists of maintenance and inspection records for bridges and bridge drains.	000292	Retain for life of structure then destroy.
<u>Building Records: Inspection and Permit Files</u> This series consists of commercial and residential building, electrical, mechanical, storage tank/container, and/or plumbing applications; drawings; issued permits; supporting documentation; and inspections.	000293	Retain 3 years after issuance of the Certificate of Occupancy or equivalent then destroy.
<u>Building Records: Inspection and Permit Files—Confidential</u> This series consists of both commercial and residential building, electrical, mechanical, and/or plumbing applications; drawings; issued permits; supporting documentation; and inspections that include confidential or personally identifying information as invoked by Homeland Security or the Freedom of Information Act (FOIA).	000294	Retain 3 years after issuance of the Certificate of Occupancy or equivalent then destroy in compliance with No. 8 on the schedule cover page.
<u>Capital Improvement</u> This series consists of construction and building maintenance records pertaining to local government projects.	000295	Retain for the life, both active and inactive, of the improvement then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION

(Form RM-2 July 2008)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 06
COUNTY AND MUNICIPAL GOVERNMENTS
LAND USE, LAND DEVELOPMENT, AND PUBLIC WORKS**

EFFECTIVE SCHEDULE DATE: December 9, 2008

PAGE 3 OF 7 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Capital Projects Planning</u> This series documents requests, justifications, and ranking for capital improvement projects.	000296	Retain 5 years after project completion then destroy.
<u>Certificate of Occupancy: Permanent</u> This series consists of COs and approved code modifications issued upon completion of work in accordance with applicable codes and all approved permits.	000297	Retain for the life of the structure then destroy.
<u>Certificate of Occupancy: Temporary</u> This series consists of temporary COs granting permission to occupy a space prior to the final inspection.	000298	Retain until issuance of permanent Certificate of Occupancy then destroy.
<u>Code Enforcement</u> This series consists of complaints, notices of violations, record of action taken, correspondence, departmental comments, and supporting documentation.	000299	Retain 3 years after resolution then destroy in compliance with No. 8 on the schedule cover page.
<u>Comprehensive Plan and Amendments Records</u> This series consists of the approved master plan for the long-range development of a community including but not limited to: land use, economic development, housing needs, utilities, transportation, determinations of compliance, and services. <i>Code of Virginia</i> §15.2-2232 through 2234	000300	Retain permanently.
<u>Comprehensive Plan Working Papers and Documents</u> This series consists of the records used to develop the Comprehensive Plan. <i>Code of Virginia</i> §15.2-2232 through 2234	000301	Retain 5 years after approval of the plan then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION

(Form RM-2 July 2008)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 06
COUNTY AND MUNICIPAL GOVERNMENTS
LAND USE, LAND DEVELOPMENT, AND PUBLIC WORKS**

EFFECTIVE SCHEDULE DATE: December 9, 2008

PAGE 4 OF 7 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Decomposition Gas Monitoring Records</u> This series consists of decomposition gas monitoring records that may include, but are not limited to methane concentration measurements, names of sampling personnel, sampling apparatus and methods, correspondence, and all other supporting documentation.	000302	Retain for the active life and post-closure care period of the facility then destroy. 9VAC20-80-280d
<u>Development Files</u> This series consists of, but is not limited to, approved and as-built land development, commercial site plan, calculations, and subdivision construction.	000303	Retain permanently.
<u>Development Files: Supporting Documentation</u> This series consists of records used to develop property including but not limited to: drawings, temporary easements, plans, plats, maps, correspondence, departmental comments, and related studies used to develop property.	000304	Retain 5 years after final approval then destroy.
<u>Easements: Supporting Documentation</u> This series documents the administration of permanent locality easements as recorded in the Clerk's Office.	000305	Retain for the life of the easement then destroy.
<u>Elevator Records</u> This series consists of inspection and maintenance records for all locality and commercially owned elevators. <i>Code of Virginia</i> §36-105D	000306	Retain the current and most recently expired inspection then destroy all others.
<u>Environmental Files</u> This series consists of, but is not limited to, records pertaining to erosion and sediment control, storm water, and the Chesapeake Bay Watershed.	000307	Refer to series 000303, "Development Files" and/or series 000304, "Development Files – Supporting Documentation."

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION

(Form RM-2 July 2008)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 06
COUNTY AND MUNICIPAL GOVERNMENTS
LAND USE, LAND DEVELOPMENT, AND PUBLIC WORKS**

EFFECTIVE SCHEDULE DATE: December 9, 2008

PAGE 5 OF 7 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Geographic Information System (GIS): Core Data</u> This series consists of geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	000308	Retain parcel, boundary, zoning, and aerial photo layers, with accompanying data sets, permanently.
<u>Geographic Information System (GIS): Derivative Data</u> This series consists of geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	000309	Retain layers of information/data sets that are derivative of record information retained by a department or agency until superseded.
<u>Groundwater Monitoring Records</u> This series consists of groundwater monitoring records that may include, but are not limited to, historical ground water surface elevation data measurements; historical laboratory analytical results; well installation, repair, or abandonment actions; approved variances; correspondence with the Department of Environmental Quality; and all other supporting documentation.	000310	Retain for the active life and post-closure care period of the facility then destroy. 9VAC20-80-300E1
<u>Historic Records or Projects</u>	000311	Refer to records series 010064, "Locality History Files;" 010073 "Photographs and Negatives: Historically Significant;" and 010101 "Special Interest Items" in <i>General Records Retention & Disposition Schedule No. GS-19, Administrative Records</i> for retention period.
<u>House Number Assignment Files</u> This series documents the assignment of addresses to particular houses.	000312	Retain permanently.
<u>Landfill, Incinerator, and Refuse Files</u> This series documents siting, design/construction, operation, monitoring and closure of public or private facilities. 9VAC20-80-250 through 270	000313	Retain for the active life and post-closure care period of the facility then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION

(Form RM-2 July 2008)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 06
COUNTY AND MUNICIPAL GOVERNMENTS
LAND USE, LAND DEVELOPMENT, AND PUBLIC WORKS**

EFFECTIVE SCHEDULE DATE: December 9, 2008

PAGE 6 OF 7 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Local Government Property: Operation and Maintenance</u> This series consists of administration and maintenance records for public property and private property maintained by the locality including streets, curbs, sidewalks, traffic engineering, parking, and lighting.	000314	Retain 3 years after creation of record then destroy.
<u>Permit Applications: Non-issued</u> This series consists of denied or withdrawn applications.	000315	Retain six months after date of denial or withdrawal then destroy.
<u>Permits: Expired or Revoked</u> This series consists of expired or revoked permits not already listed on this schedule.	000316	Retain 3 years after date of expiration or revocation then destroy.
<u>Public Announcements and Notifications: Board/Commission Related</u>	000317	Refer to series 010024, "Agenda and Supporting Documentation Files" in <i>General Records Retention & Disposition Schedule No. 19 Administrative Records</i> for retention period.
<u>Real Property Records: Locality Owned</u>	000318	Refer to <i>General Records Retention & Disposition Schedule No. 16, General Services Records</i>
<u>Zoning: Approved Variance, Appeals, and Rezoning Case Files</u> This series consists of applications, plans, plats, maps, correspondence, departmental comments, and related studies used to reclassify land use.	000319	Retain permanently.
<u>Zoning: Denied Variance, Appeals, and Rezoning Case Files</u> This series consists of applications, plans, plats, maps, correspondence, departmental comments, and related studies used to reclassify land use.	000320	Retain 3 years after denial or all appeals are exhausted, whichever is longer, then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION

(Form RM-2 July 2008)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 06
COUNTY AND MUNICIPAL GOVERNMENTS
LAND USE, LAND DEVELOPMENT, AND PUBLIC WORKS**

EFFECTIVE SCHEDULE DATE: December 9, 2008

PAGE 7 OF 7 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Zoning permits</u> This series consists of land use permits and ARB Certificates of Appropriateness.	000321	Retain 3 years after expiration or end of use then destroy.
<u>Zoning Records</u> This series consists of accepted applications, plans, plats, maps, correspondence, departmental comments, and related studies used to classify land use, including Architectural Review Board building design documentation.	000322	Retain permanently.